



# Foreign Affairs Manual

## VOLUME 3 – Personnel

**Change Transmittal:** PER-716

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## 3 FAM 1300 APPENDIX A NEPOTISM

### Changes

1. This Change Transmittal issues a major revision that replaces the outdated 3 FAM 1300 Appendix A. This revision clarifies the operation of these rules for both the Foreign and Civil Service domestically and abroad.
2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance is new or a revision where more than half the words have changed, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1111.1).
4. The office responsible for the material in this subchapter is **HR/PC**. Please direct questions concerning content substance and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

### Filing Instructions for Paper Copies

1. Remove and discard the old 3 FAM 1300 Appendix A (CT:PER-678; 06-22-2012) and insert the new 3 FAM 1300 Appendix A (CT:PER-716; 12-30-2013).
2. After inserting the material in the binder, insert this change transmittal immediately following the CT Checklist, then fill in the entry line for CT:PER-716, and initial.

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2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.